

JOB OPPORTUNITY

Vice President of Human Resources

Location:	Santa Ana, California
Base Pay:	\$60,000-75,000 plus benefits
Employee Type:	Full-Time Employee
Industry:	Retail Merchandising
Job Type:	Human Resources - General Business
Required Travel:	Negligible
Relocation Covered:	No

Description

The successful candidate will be a part of the leadership team and work under the supervision of the Chief Operations Officer. The Vice President will be responsible for reviewing, recommending and overseeing the implementation of the organizational employee relations within the company. Responsibilities include;

- Direct and supervise the hiring process of all employees.
- Leads the development of an employee manual and dissemination of company policies and regulations to all employees
- Development, implementation and administration of salary structure and benefits
- Creation of the company employee relations and evaluation process training and development, and performance management.
- Track weekly management employee evaluations
- Advises management personnel in appropriate courses of action in policy matters concerning company policies and procedures and maintains employee personnel files
- Leads the development of concise job descriptions for all positions in the company. .
- Maintains accurate records of employee attendance in the office.
- Will develop strategies to build company morale and promote greater productivity in the company.
- Conduct weekly meetings with your department personal
- Develop a monthly employee recognition program

Real World Requirements:

A Bachelor's Degree in Human Resources or related field plus a minimum of 8-10 years of human resources leadership experience in a corporate environment is required. MBA is a plus. Communication skills necessary in order to write and present training programs to all levels of management and non-management personnel; present policies and various company decisions to employees and managers; write communications to employees, proposals to executive management, and personnel policies. Knowledge of human resources practices, adult training methods, recruiting/interviewing methods, benefits design. Decision making required for recommending personnel policies, procedures and benefits which, if accepted, impact the entire company, such as formalizing company pay practices; revamping disciplinary policies and procedures;

This full time position will carry with it company medical, dental and vision benefits

For consideration, apply with your resume, cover letter and job application to Mr. Alan Gersten by the closing date.

Application Information

Contact: Alan Gersten
Closes: Monday, September 19, 2016
Interviews: TBA

JOB OPPORTUNITY

Human Resources Associate

Location:	Santa Ana, California
Base Pay:	\$24,000.00-30,000.00
Employee Type:	Full-Time Employee
Industry:	Retail Merchandising
Job Type:	Human Resources - General Business
Required Travel:	Negligible
Relocation Covered:	No

Description

The Human Resources Associate will support the Human Resources department through completing task directed and designated by Vice President of Human Resources. Responsibilities will include:

- Preparations for new hires and maintenance of company personnel files
- Provide support in the writing and development of the employee manual
- Assists in the implementation and administration of salary and benefits
- Track employee attendance,
- Monitor employee relations, training and professional development.
- Participate in special event planning and implementation
- Promote positive company morale.
- Support the writing of company job descriptions

Real World Requirements:

This is an administrative assistant position and requires 3 years experience in that field, must have good typing, word, and PowerPoint proficiency. Well spoken and organized. Must have good communication skills necessary in order to write and present training programs to all levels of management and non management personnel; write communications to employees, Willing to take action on employees that violate company polices and procedures and help develop programs to build employee morale.

This full time position will carry with it company medical, dental and vision benefits

For consideration, apply with your resume, cover letter and job application to Mr. Alan Gersten by the closing date.

Application Information

Contact: Alan Gersten
Closes: Monday, September 19, 2016
Interviews: TBA